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Superintendent

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Martha Gagner
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Andrea Racek
Special Education Director

Stephanie Ripley
Early Childhood Programs

Alexis Hoyt
Student Support Director

Rebecca Greenough
Human Resources Director

September 7, 2023

Dear Families,

In MRUSD, we value family involvement in their child's education and our staff's dedication and commitment to their work each day at school. In order to be consistent, we're taking this opportunity to explain how we respond to emails. Therefore, we want to take this opportunity to help set clear expectations so families understand that we are committed to responding and our internal expectations for a timely response.

During the school day, our staff is focused on the students in their classrooms. Time without students is used for multiple reasons, including planning lessons, preparing materials, and participating in student meetings. Staff must use their time efficiently as they prepare to be at their best for our students. To ensure our staff has this ability, we are reconsidering how we communicate with each other and with families. For example, email has become an instant messaging system. Sometimes, a quick telephone conversation or face-to-face chat is more effective than multiple emails sent throughout the day. Therefore, we ask our staff to check e-mail only a few times daily without students, so they can focus entirely on working with the students when they are together.

To facilitate efficient communication, we ask that you provide teachers with at least two school days to respond to your email requests. This time frame ensures they can review your message and respond thoughtfully and carefully. In the case of an urgent matter that requires immediate attention, we request that you indicate the urgency in the subject heading of your email, or better yet, contact the front office via phone, and they will assist you.

We sincerely appreciate your understanding as we strive to communicate openly and consistently with families. As a team, we can all contribute to a positive and energized school environment to ensure success for every student.

I appreciate your cooperation.

Warm regards,

A handwritten signature in blue ink, appearing to read "Bill Kimball", is written over a light blue horizontal line.

Bill Kimball
Superintendent of Schools